Project 14 Project Work Plan – Draft

Activity	Date to be Accomplished	Responsible Entity	
Attend Orientation Session at DMACC and: Complete project team assignments Complete work plan & project plan Plan and schedule meetings	May 20-21, 1997	All Project Teams Citizen Council Steering Committee IITT Work Groups	✔
Determine the outside resources necessary and incorporate into work plan, business plan, and budget	June 1, 1997	Project Teams	✔
Identify ways the team will communicate with each other & other interested groups and incorporate into work plan	June 1, 1997	Project Teams	✔
Project Plan, Work Plan, and Project Budget Completed (First Version)	June 9, 1997	Project Teams	✔
Work Plan Completed (First Version)	June 9, 1997	Project Teams	✔
Project Plan & Work Plan sent out to Steering Committee, post on web page	June 13, 1997	SPPG (Amy, Tori, Gina Cheryl)	
Develop summary of project	June 15, 1997	Deb/Harold	
Present Business Plan, Work Plan, & Budget to Steering Committee Quarterly Meeting (morning) -- Committee will provide constructive feedback on project	June 19, 1997	Steering Committee Project Team Leads SPPG	
Present Business Plan, Work Plan, & Budget to Citizen Advisory Group Quarterly Meeting (afternoon) -- Council will provide constructive feedback on project	June 26, 1997	Citizen Council Project Team Leads SPPG	
Adjust plans as necessary to reflect comments of Steering Committee and Citizens Council	June 30, 1997	Project Team Lead and SPPG	
Note changes made in project plan and quarterly report -- and reasons made. *We want to track responsiveness to citizen concerns.*	June 30, 1997	Project Team Lead and SPPG	
Provide information to counties	July 1, 1997	Deb	

Activity	Date to be Accomplished	Responsible Entity	
Identify project liaison to attend coordinated focus groups around the state to introduce plans and solicit citizen input (these will be coordinated and lead by SPPG)	Completed by July 15, 1997	SPPG, ITS, Project Lead	
Workplans for each project completed, with notes reflecting changes made after focus groups	July 25, 1997	Project teams	
Send out final workplans, project plans, and budgets -- describing how they were changed to reflect citizen comments	July 30, 1997	SPPG, Project team leads	
Monthly project status report due	July 31, 1997	Project team leads, SPPG	
Determine what data will be included in system	August 1, 1997	Project Team	
Determine how data can be used	August 1, 1997	Project Team	
Determine where will data be stored	August 1, 1997	Project Team	
Determine how will data be accessed	August 1, 1997	Project Team	
Determine who will be able to access data	August 1, 1997	Project Team	
Develop RFP for software development contract	August 1, 1997	Deb/Harold	
Include development of hardware specifications in contractor RFP	August 1, 1997	Deb/Harold	
Obtain response from interested counties	August 10, 1997		
Put RFP out for bids	August 30, 1997	Deb/Harold	
Quarterly project report due	August 31, 1997	Project team leads, SPPG	
Participate in IITT Human Services Group meeting	Fall 1997	Chuck Palmer	
Select pilot counties	September 1, 1997	Project team	
Identify currently available resources that can be used for central storage bank	September 1, 1997	Larry Allen	
Develop evaluation criteria	September 1, 1997	Project team	
Establish confidentiality guidelines for the system	September 15, 1997	Project team	
Determine which state data systems should be involved and prioritize for linkage	September 15, 1997	Project team	
Present final plans & status to Steering Committee Quarterly Meeting (morning)	September 1997	Steering Committee, ITS, SPPG, Project Leads	

Activity	Date to be Accomplished	Responsible Entity	
Assess project plan's impact on state budget, and provide information to Steering Committee	September, 1997	Project Teams, SPPG	
Present final plans & status to Citizen Advisory Group Quarterly Meeting (afternoon)	September 1997	Citizen Advisory Group, ITS, SPPG, Project leads	
Adjust work plans, project plans, and budgets as necessary after Citizen Group and Steering Committee feedback	September 1997	Project team lead, SPPG	
Monthly status report	September 31, 1997	Project team lead, SPPG	
Determine system changes needed to link into state data systems	October 1, 1997	Project team/ DHS-DDM	
Evaluate received bids for software development	October 1, 1997	Project team - sub-committee	
Award contract for software development	October 5, 1997	Deb/Harold	
Monthly project status report due	October 31, 1997	Project teams	
Quarterly project status report due	November 30, 1997	Project teams	
Present to Steering Committee Quarterly Meeting (morning) on implementation status and progress, and evaluation plans	December 1997	Steering Committee, ITS, Project Team leads, SPPG	
Present to Citizen Advisory Group Quarterly Meeting (afternoon) on implementation status and progress, and evaluation plans	December 1997	Citizen Advisory Group, ITS, Project Team Leads, SPPG	
Adjust work plans, project plans, and budgets as necessary after Citizen Group and Steering Committee feedback	December 1997	Project team lead, SPPG	
Develop necessary software changes to state system	December 1, 1997	Contractor/DHS - DDM	
Software developed including security features to protect confidentiality and to control access to only those persons authorized	December 1, 1997	Contractor	
Identify the method for transmision of data within the system	December 1, 1997	Contractor	
Monthly project status report due	December 31, 1997	Project teams	
Projects implementation must have begun	January 1, 1998	Project teams, consultants	
Implement necessary software changes to state system	January 1, 1998	DHS - DDM	
Software installed on state system	January 1, 1998	Contractor	

Activity	Date to be Accomplished	Responsible Entity	
Software reviewed post implementation for bugs	January 1, 1998 through July 1, 1998	Contractor	
Install necessary software in pilot county computer systems	January 1, 1998	Contractor	
Provide backup consultation to counties	January 1, 1998 to July 1, 1998	Contractor	
Develop evaluation tool	January 1, 1998	Project team	
Train county staff on use of software	January 15, 1998	Contractor	
Monthly project status report due	January 31, 1998	Project team leads, SPPG	
Quarterly project report due	February 28, 1998	Project team leads, SPPG	
Present implementation progress & ongoing evaluation plans to Steering Committee Quarterly Meeting (morning)	March 1998	Steering Committee, ITS, Project leads, SPPG	
Present implementation progress & ongoing evaluation plans to Citizen Advisory Group Quarterly Meeting (afternoon)	March 1998	Citizen Advisory Group, ITS, SPPG	
Adjust work plans, project plans, and budgets as necessary after Citizen Group and Steering Committee feedback	March 1998	Project team lead, SPPG	
Monthly project status report due	March 31, 1998	Project teams	
Participate in IIIT Human Services Group meeting	Spring 1998	Chuch Palmer	
Monthly project status report due	April 30, 1998	Project teams	
Quarterly Report due	May 31, 1998	Project team leads, SPPG	
Present progress to Steering Committee Quarterly Meeting (morning)	June 1998	Steering Committee, ITS, Project team leads, SPPG	
Present progress to Citizen Advisory Group Quarterly Meeting (afternoon)	June 1998	Citizen Advisory Group, ITS, Project team leads, SPPG	
Adjust work plans, project plans, and budgets as necessary after Citizen Group and Steering Committee feedback	June 1998	Project team lead, SPPG	
Administer evaluation tool	June 1, 1998	Project team	
Monthly project status report due	June 30, 1998	Project teams	
ALL Projects fully operational	July 1, 1998	Project teams	
Assess project based on information obtained from evaluation	July 15, 1998	Project team	
Monthly status report due	July 30, 1998	Project team leads, SPPG	

Activity	Date to be Accomplished	Responsible Entity	
Monthly project status report due	August 31, 1998	Project teams	
Assess state budget impacts and needs for inclusion in budget/revenue packages	September 1, 1998	Project team leads, SPPG	
Complete final report & presentation package which identifies outcomes and evaluates success - and demonstrates responsiveness to public comments The final plan will show "next steps" and "spin-off projects" -- and will identify implications for state budgeting, processes, and other important issues	September 1, 1998	Project teams, SPPG	
Present final reports to Steering Committee at quarterly meeting (morning)	September, 1998	Steering Committee, ITS, Project leads, SPPG	
Present final reports to Citizen Council at quarterly meeting (afternoon)	September, 1998	Citizen Council, ITS, Project leads, SPPG	